

## **EXHIBIT 23**



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## MEETING MINUTES

**DATE OF MEETING:** 28 May 2003 Meeting #27

**PROJECT:** North Brookfield Jr./Sr. High School  
Dore & Whittier Project # 00-404

**SUBJECT:** Job Meeting held at E.J. Sciaba Site Trailer, at 10:00 a.m.

**ATTENDING:**

Bob O'Neill	Superintendent of Schools
Ed O'Malley	Principal
Matt Daly	Project Manager, E.J. Sciaba
Mike Haynes	Superintendent, E.J. Sciaba
Harald Aksdal	Dore and Whittier, Inc.
Chris Conway	Dore and Whittier, Inc.
Lee Dore	Dore and Whittier, Inc.

Weather: 55°, 10:00 a.m., Over Cast & Light Rain

### Status Report /Work in Progress:

**EJS:** Trenching for underground communication lines in progress. Preparation for building fuel oil tank pad in progress. Preparation for slab in "C" Building in progress. Masons are setting up staging.

**Site Work:** None.

- **Dewatering:** Continuing.
- **Millis Plumbing:** Underground plumbing continuing. Excavation for piping continuing as needed.
- **Griffin Electric:** In process of installing branch circuits and coordinating with masons. All light fixtures are on site. 5/28 Correction: All light fixtures are not on site including all gym lighting, exterior poles and light heads, and all special and/or custom fixtures are missing.

North Brookfield Jr./Sr. High School Job Meeting #27  
Dore and Whittier Project No. 00-404

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**Projected Work:**

- 5/28 1. Greenwood will be on site Thursday and begin roofing work Friday or Monday.
- 2. Concrete slab in Building C scheduled for end of next week.
- 3. Masons and iron-workers will return weather permitting. Note: Masons and iron-workers were laid off for this week due to present weather and forecast. EJS noted materials will be available.
- 4. D&W expressed concern that laid off workers due to weather is not the only issue and that materials are not on site.

**Project Schedule:**

- 3/5 Updated schedule will be submitted to the D&W office for review this Friday, 7 March 2003. 3/19 In process and expected to be submitted this week. 4/2 Updated schedule has not been submitted for review. Last scheduled submittal by EJS was dated 10 Dec. 2002. At this time the schedule of the project is being dictated by the support coming from the main office. 4/16 No change. Still waiting updated schedule. It was noted that based on the average requisition amounts, up to now, that it is anticipated EJS will finish this project in 2005 if the current pace is maintained. 4/30 Project schedule has been submitted to D&W for review. 5/14 Submitted schedule; in need of revision. 5/28 Revised schedule will be submitted next Tuesday, 3 June 2003. A narrative explaining the recovery plan will also be provided by EJS.

**Certified Payroll:**

- 5/14 See attached. Note: Greenwood has not been updated through April.

**Submittals/Shop Drawings:**

- 5/28 D&W will prepare an updated separate list of items not submitted and items noted R.R., for EJS use.

**RFIs and ASIs:**

- 5/28 Updated logs will be distributed at the next meeting.

**PRs/COPs:**

- 5/28 Up dated logs will be distributed at the next meeting.

**C.O./CCDs:**

- Change Order #1 issued 6/26/02.
- Change Order #2 issued 11/20/02.
- Change Order #3 issued 12/10/02.
- Construction Change Directive #5 issued 2/13/03.
- Construction Change Directive #6R issued 2/25/03.

North Brookfield Jr./Sr. High School Job Meeting #27  
Dore and Whittier Project No. 00-404

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### Daily Reports:

- 5/28 Updated reports submitted.

ITEM		ACTION BY/DATE
17.09	EJS and the CM will review current certificates of insurance log to evaluate out of date certificates and coordinate providing new as necessary. See attached. 1/8 In process. 1/22 See attached; to be resolved within the next two weeks. 2/5 EJS liability coverage has expired; update required. 3/5 EJS is up to date. Updates are required per the attached list. 4/2 Four contractors on the list remain requiring updates. EJS coordinating. 4/16 No change. 4/30 D&W to verify and provide new log for the next meeting. 5/14 See attached. 5/28 See attached.	D&W
19.01	Hung Associates is to come on site and investigate LGMF progress in Area 'C' and report findings for processing and the files. 2/5 On site this Thursday, 6 Feb. 2003. 3/5 Awaiting report (Copy given to D&W after meeting. D&W will review.) 3/19 Mecca to respond to Hung's report and make adjustments. Hung will be required to verify corrections. 4/2 No change. 4/16 EJS waiting Mecca to be on site and make corrections. 4/30 Mecca due on site next week. 5/14 Mecca not on site. Repairs are needed and new identified repairs are required. 5/28 EJS to coordinate with Hung. EJS has ordered materials and waiting for Hung's response. D&W is concerned that repairs be completed before composite deck is placed. EJS noted concern.	EJS
21.02	Owner requested front walk be paved as soon as possible. EJS will schedule as weather permits. Item will be reviewed and updated at the next meeting. 3/19 To be further reviewed at next meeting. 4/2 Not scheduled yet. EJS will verify schedule and accelerate. If possible, may try to do week of school break, 21 to 25 April. 4/16 EJS unable to coordinate and schedule paving work. EJS will put fence back up, repair as needed and coordinate with owner. 4/30 EJS to review. Existing fence to be repaired and maintained. 5/14 EJS will repair existing fencing, clean up area and fill and/or fence in around manholes. 5/28 EJS will do and coordinate with Owner for June 1 graduation and June 29 motorcycle rally.	EJS
24.03	Question: Has the gym exit doors hollow metal frames been ordered and/or are they on site? EJS to verify. 4/30 EJS to verify. 5/14 Not on site; EJS to order. 5/28 No change.	EJS
26.01	Owner request construction fence at ball field be repaired. EJS will do. 5/28 EJS to tighten fence again.	EJS
<b>New Business</b>		
27.01	D&W noted on the pay requisition, General Condition item is requesting to be paid at being 72% complete. EJS will coordinated General Condition amount with new schedule and make revisions as required.	EJS

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ITEM		ACTION BY/DATE
27.02	Owner requested time line on when and/or if the Softball field was going to be worked on this summer and when would utilities work be done out into the main road. Once EJS has established a schedule, these items will be verified and coordinated with the Owner.	EJS

Next meeting to be held 11 June 2003 at 10:00 a.m.

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

DORE AND WHITTIER, INC.  
Architects • Project Managers

Harald Aksdal, AIA  
Project Manager

HA:kne

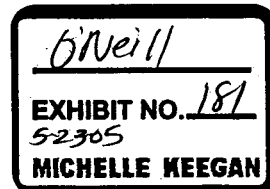
C: Mr. Robert O'Neill (with attachments)  
Mr. Chris Conway (with attachments)  
Attendees  
A/E Consultants  
Mr. John Couture, Building Inspector  
RJD/LPD/ARR/JFT/GOJ/File

## **EXHIBIT 24**



1795 WILLIS

29 WATER



## MEETING MINUTES

DATE OF  
MEETING:

14 May 2003

PROJECT:

North Brookfield Jr./Sr. High School  
Dore & Whittier Project # 00-404

SUBJECT:

Job Meeting held at E.J. Sciaba

ATTENDING:

Ed O'Malley  
Peter Shipman  
Mike Haynes  
Harald Aksdal  
Chris Conway

Weather: 65°, 10:00 a.m., Partly Sunny ✓

Status Report /Work in Progress: ✓

EJS: Masons have completed block and brick veneer on the gym area. Masons are starting to work in the gym area. Decking is continuing; second floor decking is 90% complete. Roofers are not on site and will not be until the end of the week. Section C is waiting final grading. However, unable to visit and coordinate on site.

Site Work: None.

- Dewatering: Continuing.
- Millis Plumbing: Underground plumbing continuing as needed.
- Griffin Electric: In process of installing branch circuit. All light fixtures are on site.

Projected Work:

- 5/14 None provided.

Prepared 5/23/2003

North Brookfield Jr./Sr. High School Job Meeting #26  
Dore and Whittier Project No. 00-404

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### Project Schedule:

- 3/5 Updated schedule will be submitted to the D&W office for review this Friday, 7 March 2003. 3/19 In process and expected to be submitted this week. 4/2 Updated schedule has not been submitted for review. Last scheduled submittal by EJS was dated 10 Dec. 2002. At this time the schedule of the project is being dictated by the support coming from the main office. 4/16 No change. Still waiting updated schedule. It was noted that based on the average requisition amounts, up to now, that it is anticipated EJS will finish this project in 2005 if the current pace is maintained. 4/30 Project schedule has been submitted to D&W for review. 5/14 Submitted schedule; in need of revision.

### Certified Payroll:

- 5/14 See attached. Note: Greenwood has not been updated through April. EJS is missing two April submissions. - Grad thru March - Greenwood holding up April

### Submittals/Shop Drawings:

- 5/14 D&W will prepare an updated separate list of items not submitted and items noted R.R., for EJS use. - will do again next time - want the list set down - done. - Harold will copy in

### RFIs and ASIs:

- 5/14 Updated logs distributed. See attached.

### PRs/COPs:

- 5/14 Up dated logs distributed. See attached. - MD has some - needs to review - ? lost & completed.

### C.O./CCDs:

- Change Order #1 issued 6/26/02.
- Change Order #2 issued 11/20/02.
- Change Order #3 issued 12/10/02.
- Construction Change Directive #5 issued 2/13/03.
- Construction Change Directive #6R issued 2/25/03.
- 5/14 Updated logs distributed. See attached.

### Daily Reports:

- 5/14 Updated reports submitted. - MH will get to Chris Conway

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MD - working on it -

3. outstanding

stuffer

Architectural window sy. kr



North Brookfield Jr./Sr. High School Job Meeting #26  
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ITEM		ACTION BY/DATE
	two weeks. 2/5 EJS liability coverage has expired; update required. 3/5 EJS is up to date. Updates are required per the attached list. 4/2 Four contractors on the list remain requiring updates. EJS coordinating. 4/16 No change. 4/30 D&W to verify and provide new log for the next meeting. 5/14 See attached.	
19.01	Hung Associates is to come on site and investigate LGMF progress in Area 'C' and report findings for processing and the files. 2/5 On site this Thursday, 6 Feb. 2003. 3/5 Awaiting report (Copy given to D&W after meeting. D&W will review.) 3/19 Mecca to respond to Hung's report and make adjustments. Hung will be required to verify corrections. 4/2 No change. 4/16 EJS waiting Mecca to be on site and make corrections. 4/30 Mecca due on site next week. 5/14 Mecca not on site. Repairs are needed and new identified repairs are required.	EJS
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24.03	Question: Has the gym exit doors hollow metal frames been ordered and/or are they on site? EJS to verify. 4/30 EJS to verify. 5/14 Not on site; EJS to order. <i>HA - original aluminum. changed to hollow metal masons are moving into that area</i>	EJS
25.05	Note that EJS' Project Manager Scott Finneran has resigned. Until further notice, EJS's contact person, in Scott Finneran's place will be Mike Sheehan. 5/14 EJS's new Project Manager is Matt Daly. Note that correspondence is now to be mailed to EJS's main office and not to the trailer site.	For the record
<b>NEW BUSINESS</b>		
26.01	Owner request construction fence at ball field be repaired. EJS will do.	EJS
26.02	* Owner requested site clean up, roads cleared, fencing tightened up for the following: 1. June 1 Graduation 2. June 29 School will be site of the start of a large motorcycle rally	EJS
26.03	Yankee Engineering was on site 5 May for a steel inspection. Field report was issued to EJS, formal copy to follow.	For the record
26.04	Note: A meeting is scheduled for Wednesday 21 May at 2:00 p.m. in the High School Library with the bonding company, EJS, D&W and Owner representation to discuss the overall status of this project.	For the record

North Brookfield Jr./Sr. High School Job Meeting #26  
Dore and Whittier Project No. 00-404

CC  
Slydall - submittals  
much missing

June 11, 2003

Next meeting to be held ~~28 May~~ 2003 at 10:00 a.m.

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

DORE AND WHITTIER, INC.  
Architects • Project Managers

*Hakle*  
Harald Aksdal, AIA  
Project Manager

HA:kne

C: Mr. Robert O'Neill (with attachments)  
Mr. Chris Conway (with attachments)  
Attendees  
A/E Consultants  
Mr. John Couture, Building Inspector  
RJD/LPD/ARR/JFT/GOJ/File

*New* CC - "nothing has happened  
in last 2 weeks  
SJS is resolving  
financial issues"

Lee - submit schedule -  
substantial completion  
date - not hit 8/15

Billing for 73% general  
contract - \$30,000/mo  
general conditions -

MD Reception to redwry -  
as long as covers my  
costs - divide by the  
months left.

\* will bill according to new  
completion date

CC - Bldg Permit cost -  
CO #1 - get line item  
out. MD - will bill  
for 100%

Ed (1) Softball field?

(2) Road work -

CC - "tremendous  
amount of  
work this  
summer"

CC - a lot has to do  
with the issuing of the  
schedule

CC - majority of side work has  
to take place this summer

\* \$50,000 for road work - estimate  
phone in concrete? CC - sounds like  
an exorbitant price"

Prepared 5/23/2003

MD "Surety company will support - will get it done - confident"

it can be  
done  
October  
15th?